

APPLIED BUSINESS MANAGEMENT CERTIFICATE

Program Requirements

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Minimum Requirements for Applied Business Management Certificate: 30-36 credits

CONCENTRATIONS: COMPUTER APPLICATIONS (P. 1), FINANCE (P. 1), GENERAL BUSINESS (P. 1), HUMAN RESOURCES (P. 1), MARKETING (P. 2), OFFICE ADMINISTRATION (P. 2), PUBLIC MANAGEMENT (P. 2), RECREATIONAL GUIDING (P. 2), RETAIL MANAGEMENT (P. 2) AND TOURISM (P. 2)

Students must earn a C- grade or better in each course.

Code	Title	Credits
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General University Requirements

Complete the general university requirements. (<https://catalog.uaf.edu/certificates/#gurcertificatestext>)

Certificate Requirements

Complete the certificate requirements. (<https://catalog.uaf.edu/certificates/#certificaterequirementstext>) 8-9

As part of the certificate requirements, complete the following:

Communication

Complete one of the following:

ABUS F170	Business English	
ABUS F271	Business Communications	
WRTG F111X	Writing Across Contexts	

Computation

ABUS F155	Business Math (or any MATH course at the F100 level or above)	
or MATH F105	Intermediate Algebra	

Human Relations¹

ABUS F154	Human Relations (recommended)	
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Applied Business Management Program Requirements

Complete the following:

ABUS F101	Principles of Accounting I	3
ABUS F161	Personal and Business Finance	3
BA F151X	Introduction to Business	3

Concentration

Complete one of the following: 12-18

Computer Applications		
Finance		
General Business		
Human Resources		
Marketing		

Office Administration		
Public Management		
Recreational Guiding		
Retail Management		
Tourism		
Electives		
General Electives		0-1
Total Credits		30-36

¹ A.A.S. Approved Course

Concentrations

COMPUTER APPLICATIONS

Code	Title	Credits
Complete the following:		
CIOS F130	Word Processing	3
CIOS F135	Microcomputer Spreadsheets	3
CIOS F146	Using Internet Tools and Technologies	3
or CITS F220	Implementing Internet Tools and Technologies	
CIOS F240	Microcomputer Databases	3
Total Credits		12

FINANCE

Code	Title	Credits
Complete the following:		
ABUS F160	Principles of Banking	3
ABUS F210	Income Tax	3
ABUS F233	Financial Management	3
ABUS F234	Introduction to Investing	3
Total Credits		12

GENERAL BUSINESS

Code	Title	Credits
Complete the following:		
ABUS F179	Fundamentals of Supervision	3
or BA F307	Introductory Human Resources Management	
ABUS F201	Principles of Accounting II	3
or ABUS F210	Income Tax	
or ABUS F220	Microcomputer Accounting: QuickBooks	
or ABUS F235	Fund Accounting for Nonprofits	
ABUS F232	Contemporary Management Issues	3
or ECON F101X	Principles of Microeconomics	
or ECON F102X	Principles of Macroeconomics	
ABUS F260	Marketing Practices	3
or ABUS F263	Public Relations	
or BA F343	Principles of Marketing	
Total Credits		12

HUMAN RESOURCES

Code	Title	Credits
Complete the following:		
ABUS F141	Payroll Accounting	3

ABUS F179	Fundamentals of Supervision	3
ABUS F231	Introduction to Personnel	3
or BA F307	Introductory Human Resources Management	
ABUS F242	Employment Law	3
or BA F317	Employment Law	

Total Credits 12

MARKETING

Code	Title	Credits
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Complete the following:

ABUS F175	Customer Service	3
ABUS F178	Professionalism	3

Complete one of the following: 3

ABUS F260	Marketing Practices	
ABUS F263	Public Relations	
BA F343	Principles of Marketing	

CIOS F2xx-level graphics or web design elective 3

Total Credits 12

OFFICE ADMINISTRATION

Code	Title	Credits
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Complete the following:

ABUS F170	Business English	3
ABUS F182	Office Procedures	3

Complete six credits from the following: 6

ABUS F183	Professional Skills for Job Hunt	
ABUS F199	Practicum in Applied Business	
CIOS F130	Word Processing	
CIOS F135	Microcomputer Spreadsheets	
CIOS F150	Computer Business Applications	

Total Credits 12

PUBLIC MANAGEMENT

Code	Title	Credits
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Complete the following:

ABUS F235	Fund Accounting for Nonprofits	3
PS F100X	Political Economy	3
PS F101X	Introduction to American Government and Politics	3
or ABUS F232	Contemporary Management Issues	
PS F212	Introduction to Public Administration	3

Total Credits 12

RECREATIONAL GUIDING

Code	Title	Credits
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Complete the following:

ABUS F175	Customer Service	3
NRM F161	Wilderness Leadership Education	3

Complete one of the following: 3

EMS F152	Emergency Trauma Training First Responder	
More advanced Emergency First Responder Training		

RECR electives 3

Total Credits 12

RETAIL MANAGEMENT

Code	Title	Credits
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Complete the following:

ABUS F179	Fundamentals of Supervision ¹	3
or BA A231	Fundamentals of Supervision	

ABUS F231 Introduction to Personnel 3

ABUS F260 Marketing Practices¹ 3

or BA A260 Marketing Practices

BA A266 (<https://catalog.uaa.alaska.edu/search/?search=BA+A266>) Retailing Management 3

CIOS F150 Computer Business Applications¹ 3

or CIOS A103 Introduction to Personal Computers

Complete one of the following: 3

CIOS A261A Interpersonal Skills in Organization¹ (https://catalog.uaa.alaska.edu/search/?search=CIOS+A261A)

COM F121X Introduction to Interpersonal Communication

COM F131X Fundamentals of Oral Communication: Group Context

COM F141X Fundamentals of Oral Communication: Public Context

COMM A111 Fundamentals of Oral Communication¹ (https://catalog.uaa.alaska.edu/search/?search=COMM+A111)

COMM A237 Interpersonal Communication¹ (https://catalog.uaa.alaska.edu/search/?search=COMM+A237)

JOUR F101X Media and Culture

Total Credits 18

¹ Courses offered via distance delivery from the University of Alaska Anchorage.

TOURISM

Code	Title	Credits
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Complete the following:

ABUS F158 Introduction to Tourism 3

ABUS F175 Customer Service 3

ABUS F199 Practicum in Applied Business 3

Complete one of the following: 3

ABUS F256	Small Hotel, Bed and Breakfast, and Lodge Operations
ABUS F267	Transportation and Logistics Management
ABUS F269	Food and Beverage Management
Total Credits	12

Note: Other courses specific to individual education and career goals may be substituted with program approval.